

Ha. 10-3-1
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390017-3

FILING WORKSHOP

16 November 1959

by

Office of Training

in cooperation with

Records Management Staff

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A Filing Workshop
on the
Subject Numeric Filing System

The morning sessions
are designed to review
the system of subject numeric filing
and
methods of classifying and filing records

The afternoon sessions
include instructions
for installing a new filing system
Clinics will be conducted
to help examine Office filing ills
presented by the students

Handbooks and guide materials
are distributed
for the students to keep and to use
in their Offices
in an effort to improve
existing filing techniques and procedures

WORKSHOP SCHEDULE

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9:30 am WELCOME

STAT

[REDACTED]
Acting Chief, Clerical Training

FILING FACTS AND BACKGROUND

STAT

[REDACTED]
Chief, Records Management Staff

THE SUBJECT NUMERIC SYSTEM

Introduction to the System
Explanation of Subject and Case Files
Use of the Filing Handbook

Coffee

Classification of Letters
Forms as Filing Aids

STAT

[REDACTED]
Instructor, Clerical Training

1:00 pm ONE VIEW OF FILING

Slides
Records Management Staff

INSTALLING A FILING SYSTEM

STAT

[REDACTED]
Records Analyst, Records Mgt. Staff

break

FILING CLINICS

STAT

[REDACTED]
Records Analysts, Records Mgt. Staff

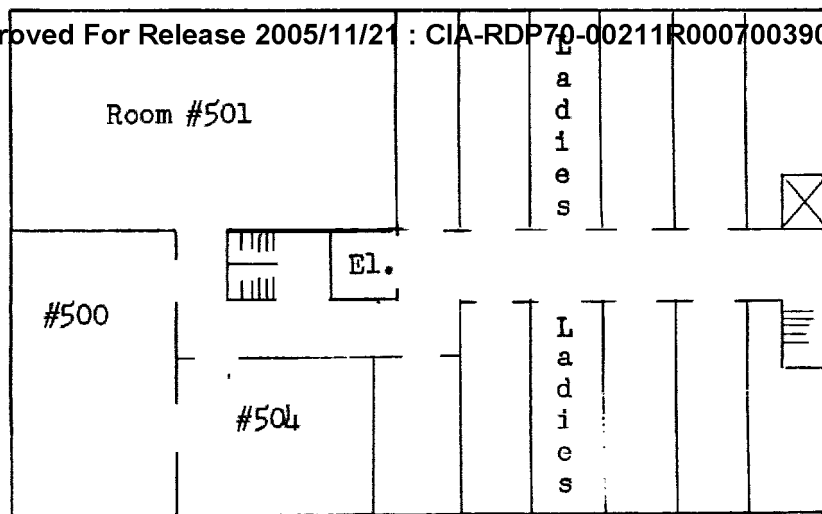
CRITIQUE

Students

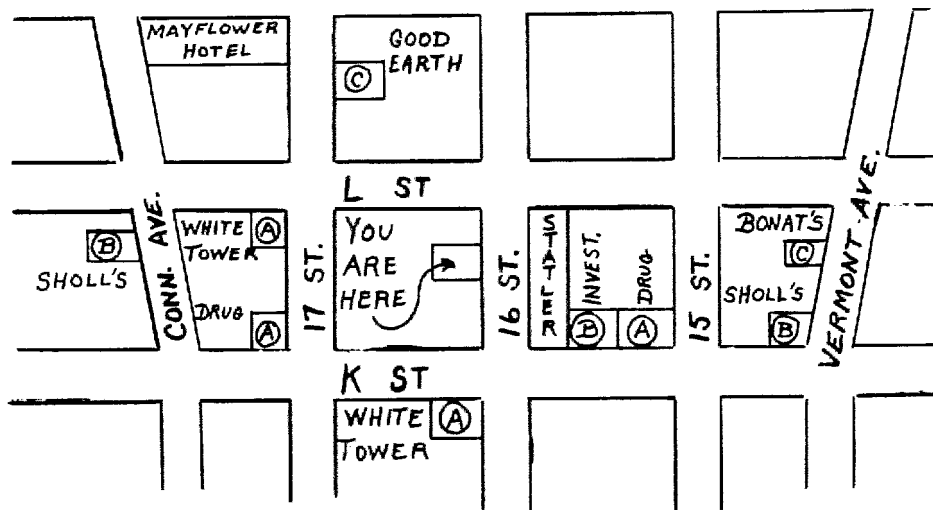
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FIGURE 1

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LOCAL DINING FACILITIES



(A) Sandwich Shops (B) Cafeterias (C) Restaurants

Shuttle Bus at 5, 20, 35, & 50 minutes after the hour

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